



Returning a Purchase Request TIPSHEET

Returning a Purchase Request

To access the Purchasing Worksheet, from the CSTARS desktop, select the *Worksheet* icon on the toolbar (fig. 1).

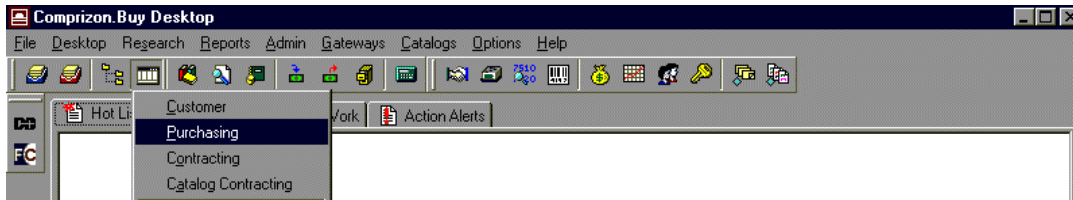


Figure 1 – Purchasing Worksheet - Desktop

Select the *Purchasing* option that will display the *Purchasing Worksheet* (fig. 2).

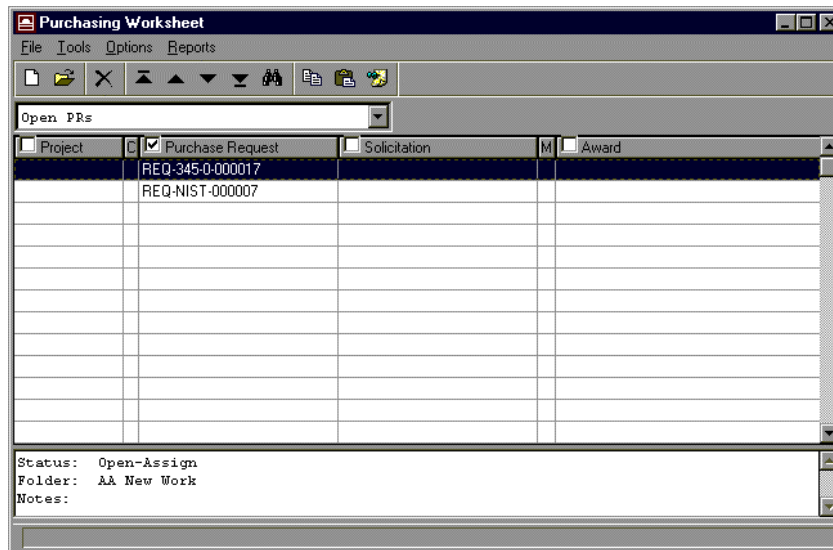


Figure 2 – Purchasing Worksheet

In a situation in which the purchase request needs to be returned to the Customer Worksheet, users will select the *Tools/Return PR* menu option (fig. 3).

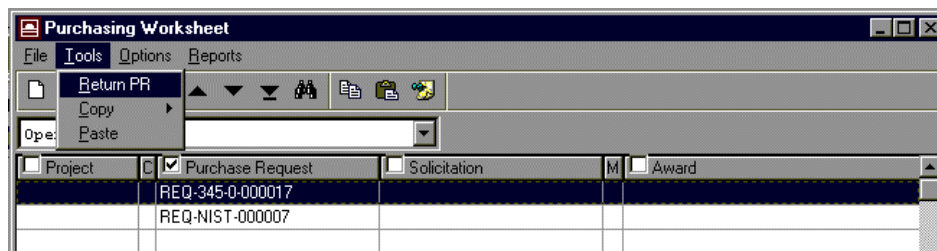


Figure 3 – Tools/Return PR menu option

The *Return a Purchase Request Screen* will display (fig. 4).

Return a Purchase Request

Return PR

This function provides the ability for users in the procurement office to return a PR to the program office/requisitioner's worksheet.

Requisition: REQ-345-0-000017

Purchase Request: REQ-345-0-000017

Date Returned: 03/09/2000

Reason Returned: cancelled

OK Cancel

Figure 4 – Return PR Screen

The *Date Returned* field will display the current system date. Users will enter a reason for returning the purchase request, and click the *OK* button.

The purchase request will be removed from the Purchasing Worksheet.

Users will close the Purchasing Worksheet, and reopen the Customer Worksheet that will display the returned purchase request number with the status of “*Unsubmitted*” (fig. 5).

[illegible]

Figure 5 – Returned PR – status of “Unsubmitted

Users will then be able to open the requisition record and make any necessary changes.

When finished, users will be able to resubmit the requisition to the procurement office.